



## Part B SUPPORTING REASONS *(continued)*

### 2. Are you receiving a grant of legal aid for the QCAT proceeding?

Yes - *please attach a copy of the approval letter from Legal Aid Queensland*

No

### 3. Are you under the age of 18?

Yes - *(proof of age must be provided such as a birth certificate, school photo identification card or student go-card).*

No

### 4. Are you a protected person under a domestic violence order?

Yes - *(please provide a copy of the Domestic Family Violence order).*

No

## WARNING

Section 216 of the *Queensland Civil and Administrative Tribunal Act 2009* (Qld) makes it an offence for a person to knowingly give the registry documents containing false or misleading information. Maximum penalty for such an offence – 100 penalty units.

## Sign and date here *(if more than one applicant is named, then all must sign)*

The information in this application is true to the best of my knowledge.

Applicant/s sign here

Date

Print your name/s here

## Lodgement Details

Deliver to:	Mail to:	Email to:
Queensland Civil and Administrative Tribunal Floor 11, 259 Queen Street Brisbane Qld 4000 OR your local Magistrates Court. To find your local courthouse visit: <a href="http://courts.qld.gov.au/contacts/courthouses">courts.qld.gov.au/contacts/courthouses</a>	Queensland Civil and Administrative Tribunal GPO Box 1639 Brisbane Qld 4001 OR your local Magistrates Court. To find your local courthouse visit: <a href="http://courts.qld.gov.au/contacts/courthouses">courts.qld.gov.au/contacts/courthouses</a>	<a href="mailto:enquiries@qcat.qld.gov.au">enquiries@qcat.qld.gov.au</a>

## INSTRUCTIONS FOR COMPLETING FORM 49

### Application for a fee waiver or appeal fee reduction

QCAT can waive a fee or reduce an appeal fee if it would cause or would be likely to cause you financial hardship.

The options for QCAT fee payments are:

For appeals:

- Payment of the full fee; or
- A reduced fee due to financial hardship (visit the [QCAT website](#) for the reduced fee amount).

All other matters:

- Payment of the full fee; or
- A fee waiver of full fee due to financial hardship.

To be eligible for a fee waiver or an appeal fee reduction, you must meet the following criteria and provide the relevant supporting documentation.

#### Eligibility Criteria

QCAT is satisfied the payment of fee would cause, or would be likely to cause financial hardship if you are:

- In receipt of a full pension or benefit (maximum rate) from Centrelink or Veterans' Affairs;
- Under 18 years of age;
- A protected person under a current domestic violence order;
- In receipt of a grant of legal aid.

**Note:** Not all payments received from Centrelink are considered a pension or benefit. For example, Family Tax Benefit (FTB) Part A or B is considered a tax benefit, not a full pension or benefit. Therefore, FTB is not an eligible payment for the purposes of seeking a QCAT fee waiver.

#### Corporations and business name holders

Operating non-profit organisations, non-government organisations, businesses, and corporations are not eligible for a fee waiver or appeal fee reduction.

#### Multiple Applicants

When there is more than one applicant in a QCAT matter, all applicants must meet the eligibility criteria to be eligible. If one or more applicants do not apply for a fee waiver or do not meet the eligibility criteria, the normal fee applies.

#### Lodging your application

Supporting documents must be lodged at the same time as the substantive application or, if for a waiver of an administrative fee, at the same time as the request. Lodgement should be either:

- In person at QCAT Brisbane or the relevant Magistrates Court throughout Queensland; or
- By post to QCAT Brisbane or the relevant Magistrates Court throughout Queensland; or
- By email with the substantive QCAT application, if the substantive application is permitted to be lodged by email.

#### Supporting documents

To apply for a fee waiver or appeal fee reduction you must provide QCAT with supporting documents regarding your financial circumstances. Please do not send original supporting documents to QCAT, as copies are acceptable.

If you receive a full pension or benefit (maximum rate) from either Centrelink or Veterans Affairs' service pension you must provide:

- A copy of your current pension card (both sides); or
- A copy of your current Centrelink income statement; or
- A copy of your current Veterans' Affairs service pension card (both sides).

**Note:** A Centrelink Health Care Card is not considered a pension card.

If you are under 18 years of age, proof of age must be provided, such as a birth certificate, or a school photo identification card (both sides), or student card (both sides).

If you are a protected person under a current domestic violence order you must provide a copy of the domestic violence order.

If you are in receipt of legal aid you must provide a copy of the approval letter from Legal Aid Queensland, for the QCAT proceeding.

### **Review of decisions**

Fee waiver or appeal fee reduction decisions are administrative decisions and are not reviewable.

### **Protecting your privacy**

We collect your contact details to ensure QCAT proceedings comply with the *Queensland Civil and Administrative Tribunal Act 2009* (Qld). We may contact you to help evaluate QCAT operations. You do not have to participate in feedback or surveys. If you do participate, no identifying information will be published. We will not disclose your contact details or any other personal information to a third party unless required by law.

### **Contact us**

For information about the application process or going to the Tribunal visit the [QCAT website](#).